ORCA FAQ - Frequently Asked Questions

It's always a good idea to check for the latest updates to ORCA. On the ORCA home page, click ORCA Web Updates.

Creating a Committee, backing up, restoring and deleting

Q: How do I backup my data?
A: On the home page of ORCA, click Backup Campaign Data, then select the committee name to be backed up. Click Ok. Indicate the file name, leaving the ".zip" extension on the end. Indicate the location where you want the data saved (for example Drive A for a floppy drive, desktop, etc.) and click Save.

Q: How do I restore my data?
A: Open ORCA to the home page. Click Restore Campaign. Indicate the location of the data to be restored (for example: Drive A for a floppy drive, desktop, etc.). Click on the name of the data and click Open. Once you have restored the data, click Open Campaign.

Q: How do I move my data to another computer?
A: You must have ORCA installed on the computer that you want your data moved to. Backup the campaign data from the original computer and then restore it to the new computer.

Q: I've created my committee twice and need to delete one.
A: Click Open Campaign and determine which one you want to delete, being careful not to delete the one with the data you want to keep. Click File>Delete Campaign. Select the campaign you want to delete, click Ok and click Yes.

Q: How do I update ORCA?
A: If you have version 1.001 through 1.003, go to www.pdc.wa.gov/orca and download the latest version. Then open ORCA and click ORCA Web Updates on the home page and the latest version will download. If you have version 1.004 or higher, open ORCA and click ORCA Web Updates on the home page.

Entering and editing transactions

Q: I've created my committee and now nothing happens.
A: You will see the name of the committee that is open written in white letters at the top of the screen under the menu bar. You can now enter transactions by selecting items on the menu bar.

Q: How do I delete an entry?
A: First you must make sure that the item, if a contribution, is undeposited. After

this is done all you need to do is locate that item in the proper selection window (the screen from which it was created), and then select the red "X" at the bottom of the window.

Q: How do I undeposit an item?
A: To undeposit an item, you must first locate the item in the Make a Deposit screen. Once located, use the mouse to deselect the item (removing the "X" from it) click the left arrow in the middle of the screen to move the item back to the left side of the deposit manager screen. Click OK.

Q: Does it matter if I enter items out of order?
A: No. The system is set up so that regardless of when you input the information, it will look at the date you have listed for the transaction and make certain that the correct options and names are selected.

Q: The contribution limits are wrong. How do I edit them?
A: Click File>Committee Information. Click Campaign Limits. Double Click on the amount such as $625 and change it to $700. Change each of the limits. You can find the current campaign limits on the PDC web site at www.pdc.wa.gov.

Q: I entered some small contributions and don't see the contributor names on the C-3.
A: Contributors of $25 or less in the aggregate appear on line 1e of the C-3 report. You must still enter each contributor's name and address so the program can track the aggregates for that contributor. If you the names and addresses of contributors of $25 or less to be reported on the C-3, click "Itemize always" on the contribution window.

Q: How do I enter retired, student or unemployed contributors?
A; On the contributor information screen enter the contributor's status (unemployed, student, etc.) in the occupation field. You may still be prompted with an error message that the contributor is missing the employer information.

You can ignore the warning if you know the contributor is unemployed. This "bug" will be fixed soon.

Q: I got a warning that I was missing information for a contributor or vendor. How do I edit them?
A: To edit a contact, click Accounts and then Contacts on the menu bar at the top of the screen. Select the individual or other and then click the browse button (binoculars) to see the contact list. Click the name you need to edit to highlight and then click OK. Make your changes and then click OK.

Q: How do I enter anonymous contributions?
A; Transactions>Contributions>Monetary Contributions.

Q: I entered my expenditure, but it doesn't show on the Schedule A form.
A: Return to the expenditure screen where you originally entered it and be sure you clicked the green "plus" sign on the right to enter the details of the expenditure.

Creating Reports, Printing and Transmitting

Q: What is my Committee Identification Number?
A: This is a unique identifier given out by the Public Disclosure Commission for electronic filing. You will be issued this number once we receive your signature and password documents. You can find the signature authorization request at www.pdc.wa.gov>Electronic
Filing and selecting either Candidate or Committee.

Q: I tried to transmit my reports and was told my filer ID incorrect.
A: Your Filer ID must be entered exactly as indicated in the email from the PDC. It is case sensitive and must have the correct number of spaces between the letters and the numbers. Verify the Filer ID by clicking File>Committee Information>Committee
Info.

Q: I tried to transmit my reports and was told my passwords are incorrect:
A: Your passwords are case sensitive and must be entered in the correct order.

Q: Why when I send my C4's and C3's electronically only one of the reports was submitted?
A: C3's and C4's are submitted separately with their associated attachments.

Q: I entered my contributions, but a C-3 report wasn't created.
A: You need to deposit the contributions before a C-3 report is created. Click Transactions>Make A Deposit.

Q: Line 8 from my previous C-4 Report doesn't carry correctly to Line 1 of the next month's C-4.
A: You need to update to the latest version of ORCA. If you have version 1.001 through 1.003, go to www.pdc.wa.gov/orca and download the latest version. Then open ORCA and click ORCA Web Updates on the home page and the latest version will download.
If you have version 1.004 or higher, open ORCA and click ORCA Web Updates on the home page.

Q: How do I amend a report?
A: Make the corrections necessary and refile the report and the software will file it as amended. You do not need to enter the original confirmation number as you did in WEDS.

Q: Part of the window is missing. I can't see the city and state for a contributor or I can see the full password screen.
A: Your DPI setting is not correct for ORCA. Right click on your desktop>Properties>Settings>Advanced.
Change the DPI to Normal 96 DPI.

Importing and Exporting

Q: Can I get a list of contributors?
A: Yes, you can export to a CSV file and then open it with Excel. Open ORCA and click File>Utilities>Import and Export. Click Export to a File and click Next. Choose Comma Separated Values and click Next. Select the Committee you are exporting the names from and click Next. Click Browse and click Make a New Folder. Name the folder and click OK. Click Next and click Finish. Open Excel, click File and then Open. You can now open the files and save them as an Excel file.

Q: How do I import my contact names, addresses, occupation and employer from WEDS to ORCA?

1.) In ORCA, click Import and Export on the ORCA home page
2.) Import from another program or file
3.) Next
4.) WEDS
5.) Next
6.) Browse
7.) Local Disk (C:)
8.) WEDS
9.) Data
10.) XXXXXX.SDR (Select the SDR file you want to copy)
11.) OK (puts path in the window)
12.) Next
13.) Single click committee to import into so it's highlighted
14.) Next
15.) Check all types you wish to import
16.) Next
17.) Click Import
18.) See names that were imported, click Finish